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November 8, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS FOR HOUSEKEEPING  
SERVICES  
(SUPERVISORIAL DISTRICTS 3, 4, AND 5)  
(3 VOTES)**

**SUBJECT**

Request approval of amendments to extend the term of existing Proposition A Agreements with Servicon Systems, Inc. for the continued provision of housekeeping services at various Department of Health Services and Department of Public Health facilities.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Mayor of the Board, to sign the attached Amendment No. 9 to Agreement No. 75053 with Servicon Systems, Inc. (Servicon), effective upon Board approval, to extend the term of the Agreement for the period of December 1, 2011 through February 29, 2012, for the continued provision of housekeeping services at the Department of Health Services' (DHS) Olive View-UCLA Medical Center (OV-UCLA MC), Mid-Valley Comprehensive Health Center, and San Fernando Health Center, at a base cost of \$1,170,631 plus \$51,813 for unscheduled work due to emergencies or other unforeseen events; and the Department of Public Health's (DPH) Burbank, Glendale, North Hollywood, and Pacoima Health Centers, at a base cost of \$32,546 plus \$1,588 for unscheduled work due to emergencies or other unforeseen events; for a total maximum cost of \$1,256,578 for the three-month extension (Attachment A).
2. Approve and instruct the Mayor of the Board, to sign the attached Amendment No. 10 to Agreement No. 75055 with Servicon, effective upon Board approval, to extend the term of

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#21 NOVEMBER 15, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

the Agreement for the period of December 1, 2011 through February 29, 2012, for the continued provision of housekeeping services at Harbor-UCLA Medical Center (H-UCLA MC), Long Beach Comprehensive Health Center and Lomita Family Health Center at a base cost of \$1,259,573 plus \$57,655 for unscheduled work due to emergencies or other unforeseen events, for a total maximum cost of \$1,317,228 for the three-month extension (Attachment A).

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the first two recommendations will allow for the continued provision of housekeeping services at DHS and DPH facilities in order to complete the protest process associated with the pending award of a successor agreement. The Department expects that a successor agreement will be approved and implemented prior to February 29, 2012.

On April 30, 2010, DHS released a Request for Proposals (RFP) for housekeeping services for 23 facilities that were geographically organized into four groups. Proposals were received from vendors including Sodexo America, LLC (Sodexo) and Servicon Systems Inc. (Servicon). On May 24, 2011, Servicon was awarded by your Board to provide housekeeping services for ambulatory care facilities and clinics for Groups 2 and 4. At the same time, Sodexo was recommended for award for Groups 1 and 3, which include H-UCLA MC, OV-UCLA MC, and various DHS and DPH clinics. However, DHS received a protest from Servicon, requesting a Proposed Contractor Selection Review regarding the pending award to Sodexo, which is the initial step in County's Protest Policy. Currently, DHS's review of the protest is in progress and in the event that Servicon is not satisfied with the Department's response, Servicon may continue their protest and request the department convene a County Review Panel.

The contractor has agreed to hold the same rates, terms and conditions, which includes all current County mandatory contracting requirements, for the proposed three-month extension period.

The Auditor-Controller is required to review the cost analysis for any amendments to Proposition A contracts, where the amendment amount is ten percent or more of the annual contract amount and is \$500,000 or more. None of the amendments met this requirement; therefore, the cost analysis was not reviewed by the Auditor-Controller (Attachment B). DHS has determined that the agreements continue to be cost-effective and operationally feasible.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 4, Health and Mental Health, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total cost for December 1, 2011 through February 29, 2012 is \$2,573,806. Of this amount, \$2,430,204 relates to the contract base amount for DHS facilities and \$32,546 relates to DPH facilities, with an additional \$109,468 and \$1,588 for DHS and DPH, respectively, for unscheduled work due to emergencies or other unforeseen events (Attachment A).

Funding is included in the Fiscal Year (FY) 2011-12 Final Budget for each Department and will be requested in future fiscal years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Agreements may be terminated for convenience by the County in its sole discretion, with no less than ten (10) days' written notice.

County Counsel has reviewed and approved the recommended Amendments, set forth in Exhibits I and II, as to use and form.

### **CONTRACTING PROCESS**

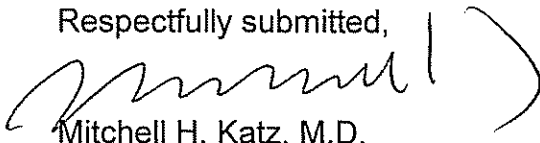
Not applicable.

The Honorable Board of Supervisors  
November 8, 2011  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommendations will ensure the continued provision of housekeeping services at DHS and DPH facilities.

Respectfully submitted,



Mitchell H. Katz, M.D.  
Director

MHK:tvf

Enclosures (4)

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Department of Public Health

DHS AND DPH HOUSEKEEPING SERVICES EXTENSION  
COSTS FOR AGREEMENTS 75053 (GROUP 1) AND 75055 (GROUP 3)  
BUDGET SUMMARY

**Month-to-Month Extension (3 Months)**

Agreement 75053 - Group 1 Facilities: Olive View-UCLA MC, Mid-Valley HC, San Fernando HC, Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC						
Agreement 75055 - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC						
	DHS 3 Month Total Cost	DHS 5% Unscheduled Work for 3 month	DPH 3 Month Total Cost	DPH 5% Unscheduled Work for 3 Months	DHS and DPH 3 Month Total Costs	DHS and DPH 5% Unscheduled Work Totals for 3 Month
Agreement #75053	\$1,170,631	\$51,813	\$32,546	\$1,588	\$1,203,177	\$53,401
Agreement #75055	\$1,259,573	\$57,655	\$0	\$0	\$1,259,573	\$57,655
Total	\$2,430,204	\$109,468	\$32,546	\$1,588	\$2,462,750	\$111,056
Total Maximum Cost						\$1,256,578
						\$1,317,228
						\$2,573,806
Total Cost for 3 Months Plus 5% Unscheduled Work for 75053- Group 1 and 75055 - Group 3						\$2,573,806

Department of Health Services  
 Prop A - Housekeeping Services  
 Cost Analysis Summary For Agreements #75053 AND #75055  
 December 1, 2011 through February 29, 2012

Agreement #75053				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$1,777,209.75	\$1,203,176.52	\$574,033.23	32%

Agreement #75055				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$1,771,173.73	\$1,259,573.28	\$511,600.45	29%

DHS AND DPH HOUSEKEEPING SERVICES EXTENSION  
COSTS FOR AGREEMENTS 75053 (GROUP 1) AND 75055 (GROUP 3)  
BUDGET SUMMARY

**Month-to-Month Extension (3 Months)**

Agreement 75053 - Group 1 Facilities: Olive View-UCLA MC, Mid-Valley HC, San Fernando HC, Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC							
Agreement 75055 - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC							
	DHS 3 Month Total Cost	DHS 5% Unscheduled Work for 3 month	DPH 3 Month Total Cost	DPH 5% Unscheduled Work for 3 Months	DHS and DPH 3 Month Total Costs	DHS and DPH 5% Unscheduled Work Totals for 3 Month	Total Maximum Cost
<b>Agreement #75053</b>	\$1,170,631	\$51,813	\$32,546	\$1,588	\$1,203,177	\$53,401	\$1,256,578
<b>Agreement #75055</b>	\$1,259,573	\$57,655	\$0	\$0	\$1,259,573	\$57,655	\$1,317,228
<b>Total</b>	\$2,430,204	\$109,468	\$32,546	\$1,588	\$2,462,750	\$111,056	\$2,573,806
<b>Total Cost for 3 Months Plus 5% Unscheduled Work for 75053- Group 1 and 75055 - Group 3</b>							<b>\$2,573,806</b>

Department of Health Services  
 Prop A - Housekeeping Services  
 Cost Analysis Summary For Agreements #75053 AND #75055  
 December 1, 2011 through February 29, 2012

Agreement #75053				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$1,777,209.75	\$1,203,176.52	\$574,033.23	32%

Agreement #75055				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$1,771,173.73	\$1,259,573.28	\$511,600.45	29%



COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES  
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 9

This Amendment is made and entered into this 15<sup>th</sup> day of November 2011 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75053 to provide Housekeeping Services at Olive View-UCLA Medical Center, Mid-Valley Comprehensive Health Center, and Burbank, Glendale, North Hollywood, Pacoima, and San Fernando Health Centers; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75053 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 3 to extend the term of Agreement No. 75053 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 4 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 5 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 6 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 7 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 8 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon approval by the Board of Supervisors.

2. This Agreement is hereby amended to add Subparagraph 4.8 in Paragraph 4.0, Term of Contract as follows:

“4.8 The term of this Contract is extended for an additional three (3) months for the period from December 1, 2011 to February 29, 2012, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

3. This Agreement is hereby amended to add Subparagraphs 5.1.7 in Paragraph 5.0, Contract Sum, as follows:

“5.1.7 For the three (3) month period from December 1, 2011, through February 29, 2012, the Monthly Contract Sum shall not exceed \$401,059 as shown in the Exhibit Budget Summary and Exhibits B1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$17,800, for a total Maximum Monthly Contract Sum of \$418,859.

4. The Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

“In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$17,800 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 Emergency is defined as a situation where in an immediate or quick response is necessary to prevent or lessen injury to

persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 Expanded is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County's Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County's Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor."

5. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 9-26-11.
6. This Agreement is hereby amended to delete Exhibit B-1a, Budget Sheet for Housekeeping Services in its entirety and replace it with Exhibit B-1a, Budget Sheet for Housekeeping Services dated 9-26-11.
7. Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a is attached hereto and incorporated herein by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Mayor and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By Benjamin Zarala  
Deputy



ATTEST:  
SACHI A. HAMAI  
Executive Officer of the  
Board of Supervisors of  
The County of Los Angeles

ATTEST: SACHI A. HAMAI  
EXECUTIVE OFFICER  
CLERK OF THE BOARD OF SUPERVISORS

By Benjamin Zarala, Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin  
County Counsel

By Sharon Reichman  
SHARON REICHMAN  
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By: Mike Antonovich  
Mayor, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: Richard Mahdesan  
Signature

RICHARD MAHDESAN

Printed Name

GENERAL MANAGER

Title

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

21

NOV 15 2011

Sachi A. Hamai  
SACHI A. HAMAI  
EXECUTIVE OFFICER

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75053  
THREE MONTHS (DECEMBER 1, 2011 - FEBRUARY 29, 2012)  
BUDGET SUMMARY DETAIL BY FACILITY

**75053 - GROUP 1**

	Olive View- UCLA MC	Mid-Valley CHC	San Fernando HC	DHS Subtotals	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	DPH Subtotals	Totals
Monthly Base Amount by Facility	\$372,274	\$14,338	\$3,598	\$390,210	\$1,829	\$3,598	\$1,823	\$3,598	\$10,849	\$401,059
Monthly Base 5% Unscheduled Work by Facility	\$16,396	\$700	\$176	\$17,271	\$89	\$176	\$89	\$176	\$529	\$17,800
									<b>Total Cost for 1 Month Plus 5% Unscheduled Work</b>	\$418,859
									<b>Total Cost for 3 Months</b>	\$1,203,177
									<b>Total Cost for 3 Months of 5% Unscheduled Work</b>	\$53,401
									<b>Total Cost for 3 Months Plus 5% Unscheduled Work</b>	\$1,256,577

**REQUIRED FORMS - ATTACHMENT Q**  
**BUDGET SHEET FOR HOUSEKEEPING SERVICES**

**EXHIBIT B-1a**

**OLIVE VIEW MEDICAL CENTER**

**New ER and Accute Care Area Added**

**Revised Date**

**9/26/2011**

**DIRECT COST** (List each staff classification)

<b>*Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Contractor's Monthly Labor Hours (per FTE)</b>	<b>Monthly Total (\$)</b>
Director and Associate	2.00	\$25.63	346.67	\$ 8,919.24
Supervisors	8.00	\$15.38	1386.67	\$ 21,408.96
Admin Asst.	1.00	\$10.25	173.33	\$ 1,783.50
Housekeeper I & II	106.00	\$9.63	18373.33	\$ 177,615.72
New ER Additional Staff	8.00	\$9.63	1386.67	\$ 13,404.96
New ER Addtl. Staff Terminal Cleaning	3.00	\$9.63	520.00	\$ 5,007.60
New Accute Care	3.00	\$9.63	520.00	\$ 5,007.60
				\$ -

**Total Salaries and Wages** **\$ 233,147.58**

**\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>	<b>Monthly Total (\$)</b>
Medical/Dental/Life Insurance	131.00	\$ 177.01	
Holiday Reserve	120.00	\$ 36.85	
Vacation and Sick Leave	120.00	\$ 96.72	

**Total Benefits** **\$ 39,216.71**

<b>Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)</b>	<b>Monthly Total (\$)</b>
FICA & MDCR	\$ 20,158.35
FUTA	\$ 2,113.75
SUI	\$ 7,912.10
CGL	\$ 5,135.00
Worker's Comp	\$ 30,520.17

**Total Payroll Taxes** **\$ 65,839.37**

<b>Supplies &amp; Services</b>	<b>Monthly Total (\$)</b>
Uniforms	\$ 1,375.00
Paper Supplies	\$ -
Trash Liners/Plastic	\$ -
Hand Soap/Foam	\$ -
Hand Sanitizer	\$ -
Walk Off Mats	\$ -
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Capital Eqpt. Depreciation	\$ -
Equip Repair	\$ 150.00
Small Tools/Eqpt.	\$ -
Monthly Supplies	\$ 6,983.27
Trash Removal	\$ 3,023.75
Pest Control	\$ 492.00
Parking Lot Sweeping	\$ 492.00
Window Cleaning	\$ 307.50
	\$ -

**Total Supplies & Services** **\$ 12,823.52**

**TOTAL DIRECT COSTS** **\$ 351,027.18**

**INDIRECT COST** (List all appropriate)

General Accounting/Bookkeeping  
Management Overhead (Specify)  
Other (Specify):

**\$ 175.00**

**TOTAL INDIRECT COSTS** **\$ 175.00**

**TOTAL DIRECT AND INDIRECT COST** **\$ 351,202.18**

PROFIT (Please enter percentage:) **6.00%** **\$ 21,072.13**

**TOTAL MONTHLY COSTS** **\$ 372,274.31**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$16,395.86, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$372,274.31.



**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: Mid Valley Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
Mid Valley Health Center	4.00	\$ 9.94	\$ 6,919.98
		\$ -	\$ -

**Total Salaries and Wages      \$      6,919.98****\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	4.00	\$ -
Holiday Reserve	4.00	\$ 38.03
Vacation & Sick Leave	4.00	\$ 99.80

**Total Benefits      \$      551.32****Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 571.55
FUTA	\$ 59.77
SUI	\$ 224.14
CGL	\$ 149.43
Worker's Comp	\$ 1,087.07

**Total Payroll Taxes      \$      2,091.96****Supplies & Services**

Uniforms	\$ 61.50
Paper Supplies	\$ 896.88
Trash Liners	\$ 410.00
Hand Soaps	\$ 397.19
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 75.00
Equip Depreciation	
Monthly Supplies	\$ 291.38
Trash Removal	\$ 768.75
Pest Control	\$ 397.19
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

**Total Supplies & Services      \$      3,912.89****TOTAL DIRECT COSTS      \$      13,476.15****INDIRECT COST (List all appropriate)**General Accounting/Bookkeeping  
Management Overhead (Specify)

Other (Specify):      Business License      \$      75.00

**TOTAL INDIRECT COSTS      \$      50.17****TOTAL DIRECT AND INDIRECT COST      \$      13,526.32**

PROFIT (Please enter percentage:)      6.00%      \$      811.53

**TOTAL MONTHLY COSTS      \$      14,337.85**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$699.50, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,337.85.

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: Burbank Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
Burbank Health Center	0.50	\$ 9.95	\$ 865.65
		\$ -	\$ -

**Total Salaries and Wages \$ 865.65****\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 38.02
Vacation & Sick Leave	0.50	\$ 99.80

**Total Benefits \$ 68.91****Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 71.49
FUTA	\$ 7.48
SUI	\$ 28.04
CGL	\$ 18.69
Worker's Comp	\$ 135.16

**Total Payroll Taxes \$ 260.85****Supplies & Services**

Uniforms	\$ 7.69
Paper Supplies	\$ 112.11
Trash Liners	\$ 51.25
Hand Soaps	\$ 49.65
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.38
Equip Depreciation	
Monthly Supplies	\$ 36.42
Trash Removal	\$ 96.09
Pest Control	\$ 49.65
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 66.63

**Total Supplies & Services \$ 523.71****TOTAL DIRECT COSTS \$ 1,719.12****INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

\$ 75.00

**TOTAL INDIRECT COSTS \$6.27****TOTAL DIRECT AND INDIRECT COST****\$ 1,725.39**

PROFIT (Please enter percentage:)

6.00%

**\$ 103.52****TOTAL MONTHLY COSTS****\$ 1,828.91**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$89.23, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,828.91.

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: Glendale Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
Glendale Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

**Total Salaries and Wages \$ 1,729.56****\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

**Total Benefits \$ 134.47****Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

**Total Payroll Taxes \$ 526.79****Supplies & Services**

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

**Total Supplies & Services \$ 991.06****TOTAL DIRECT COSTS \$ 3,381.88****INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License \$ 75.00

**TOTAL INDIRECT COSTS \$12.55****TOTAL DIRECT AND INDIRECT COST****\$ 3,394.43**

PROFIT (Please enter percentage:)

6.00%

**\$ 203.67****TOTAL MONTHLY COSTS****\$ 3,598.10**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: North Hollywood Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
North Hollywood Health Cente	0.50	\$ 9.95	\$ 865.65
		\$ -	\$ -

**Total Salaries and Wages** **\$ 865.65**

\*FTE = Full Time Equivalent Positions

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 38.02
Vacation & Sick Leave	0.50	\$ 99.80

**Total Benefits** **\$ 68.91**

**Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 71.49
FUTA	\$ 7.48
SUI	\$ 28.04
CGL	\$ 18.69
Worker's Comp	\$ 118.24

**Total Payroll Taxes** **\$ 243.94**

**Supplies & Services**

Uniforms	\$ 7.68
Paper Supplies	\$ 115.31
Trash Liners	\$ 51.25
Hand Soaps	\$ 51.25
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.61
Equip Depreciation	
Monthly Supplies	\$ 46.70
Trash Removal	\$ 96.09
Pest Control	\$ 51.25
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 61.50

**Total Supplies & Services** **\$ 535.48**

**TOTAL DIRECT COSTS** **\$ 1,713.98**

**INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
<b>TOTAL INDIRECT COSTS</b>	<b>\$6.27</b>

**TOTAL DIRECT AND INDIRECT COST** **\$ 1,720.25**

PROFIT (Please enter percentage:) 6.00% **\$103.22**

**TOTAL MONTHLY COSTS** **\$ 1,823.47**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$88.96, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,823.47.

NOTE: Additional hrs that were added per week in the amount of \$1,249.21 was removed.

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: Pacoima Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
Pacoima Health Center	1.00	\$ 9.95	\$ 1,731.30
		\$ -	\$ -

**Total Salaries and Wages**      **\$ 1,731.30**

\*FTE = Full Time Equivalent Positions

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 38.02
Vacation & Sick Leave	1.00	\$ 99.80

**Total Benefits**      **\$ 137.82**

**Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 142.99
FUTA	\$ 14.95
SUI	\$ 56.07
CGL	\$ 37.38
Worker's Comp	\$ 270.30

**Total Payroll Taxes**      **\$ 521.70**

**Supplies & Services**

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

**Total Supplies & Services**      **\$ 991.06**

**TOTAL DIRECT COSTS**      **\$ 3,381.88**

**INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping  
 Management Overhead (Specify)  
 Other (Specify): Business License

\$ 75.00  
**TOTAL INDIRECT COSTS**      **\$12.55**

**TOTAL DIRECT AND INDIRECT COST**      **\$ 3,394.43**

PROFIT (Please enter percentage:)      6.00%      **\$ 203.67**

**TOTAL MONTHLY COSTS**      **\$ 3,598.10**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: San Fernando Health Center****DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
San Fernando Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

**Total Salaries and Wages** **\$ 1,729.56****\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

**Total Benefits** **\$ 134.47****Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

**Total Payroll Taxes** **\$ 526.79****Supplies & Services**

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

**Total Supplies & Services** **\$ 991.06****TOTAL DIRECT COSTS** **\$ 3,381.88****INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

**\$ 75.00**  
**TOTAL INDIRECT COSTS** **\$12.55****TOTAL DIRECT AND INDIRECT COST** **\$3,394.43**PROFIT (Please enter percentage:) 6.00% **\$ 203.67****TOTAL MONTHLY COSTS** **\$ 3,598.10**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES  
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 10

This Amendment is made and entered into this 15<sup>th</sup> day of November, 2011 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75055 to provide Housekeeping Services at Harbor UCLA Medical Center, and Long Beach Comprehensive Health Center; and

WHEREAS, on March 21, 2006, the County of Los Angeles approved Amendment No. 1 to add housekeeping services at the Lomita Family Health Center and increase housekeeping services for Harbor-UCLA Medical Center's Urgent Care Clinic and increase parking lot sweeping services; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 2 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 4 to extend the term of Agreement No. 75055 for six (6) months; and

75055  
Supplemental No. 10  
H

Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 5 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 6 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 7 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 8 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 9 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:



1. This Amendment shall become effective upon approval by the Board of Supervisors.
2. This Agreement is hereby amended to add Subparagraph 4.8 in Paragraph 4.0, Term of Contract as follows:

“4.8 The term of this Contract is extended for an additional three (3) months for the period from December 1, 2011 to February 29, 2012, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

3. The Agreement is hereby amended to add Subparagraphs 5.1.7 in Paragraph 5.0, Contract Sum, as follows:

“5.1.7 For the three (3) month period from December 1, 2011, through February 29, 2012, the Monthly Contract Sum shall not exceed \$419,858 as shown in the Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$19,218, for a total Maximum Monthly Contract Sum of \$439,076.

4. The Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

“In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$19,218 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to

persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 9-27-11.
6. This Agreement is hereby amended to delete Exhibit B-1c, Budget Sheet for Housekeeping Services in its entirety and replace it with Exhibit B-1c, Budget Sheet for Housekeeping Services dated 9-26-11.
7. Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3 is attached hereto and incorporated herein by reference.

- /*

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Mayor and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By Benjamin Zavala  
Deputy



ATTEST:  
SACHI A. HAMAI  
Executive Officer of the  
Board of Supervisors of  
The County of Los Angeles

ATTEST: SACHI A. HAMAI  
EXECUTIVE OFFICER  
CLERK OF THE BOARD OF SUPERVISORS

By Benjamin Zavala, Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin  
County Counsel

By Sharon Reichman  
SHARON REICHMAN  
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By: Mike Antonovich  
Mayor, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: Richard Mahdesian  
Signature

RICHARD MAHDESIAN  
Printed Name

GENERAL MANAGER  
Title

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

21

NOV 15 2011

Sachi A. Hamai  
SACHI A. HAMAI  
EXECUTIVE OFFICER

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75055  
THREE MONTHS (DECEMBER 1, 2011 - FEBRUARY 29, 2012)  
BUDGET SUMMARY DETAIL BY FACILITY

75055 - GROUP 3				
	Harbor-UCLA MC	Long Beach CHC	Lomita Family HC	Totals
Monthly Base Amount by Facility	\$399,176	\$14,852	\$5,830	\$419,858
Monthly Base 5% Unscheduled Work Fund by Facility	\$18,200	\$726	\$291	\$19,218
Total Cost for 1 Month Plus 5% Unscheduled Work				\$439,076
Total Cost for 3 Months				\$1,259,573
Total Cost for 3 Months of the 5% Unscheduled Work				\$57,655
Total Cost for 3 Months Plus 5% Unscheduled Work				\$1,317,228

**REQUIRED FORMS - ATTACHMENT Q**  
**BUDGET SHEET FOR HOUSEKEEPING SERVICES**

Exhibit B-1c

**AT: Harbor-UCLA Medical Center**

Revised Date

9/26/2011

**Compactor and Bailer Services Added**

**DIRECT COST (List each staff classification)**

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
Director & Associate	2.00	\$ 31.25	\$ 10,875.00
Supervisors	8.00	\$ 15.30	\$ 21,304.13
Administrative Asst.	1.00	\$ 12.60	\$ 2,192.40
Housekeeper I & II	120.79	\$ 9.74	\$ 204,710.06
<b>Urgent Care Additional Hours</b>	<b>0.70</b>	<b>\$ 9.74</b>	<b>\$ 1,462.10</b>

**\$ 240,543.69**

**Total Salaries and Wages**

**\*FTE = Full Time Equivalent Positions**

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	132.49	\$ 188.72
Holiday Reserve	121.49	\$ 37.24
Vacation & Sick Leave	121.49	\$ 135.53

**\$ 45,993.34**

**Total Benefits**

**Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 22,195.94	7.65%
FUTA	\$ 2,471.84	1.00%
SUI	\$ 8,796.19	1.35%
CGL	\$ 7,275.39	2.00%
Worker's Comp	\$ 29,373.92	13.00%

**\$ 70,113.28**

**Total Payroll Taxes**

**Supplies & Services**

Uniforms	\$ 1,178.75
Paper Supplies	\$ 0.00
Trash Liners	\$ -
Hand Soaps	\$ 0.00
Walk Off Mats	\$ -
Vehicle/Allowance	\$ 2,858.75
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 153.75
Equip Depreciation	\$ -
Monthly Supplies	\$ 7,280.01
Trash Removal	\$ 3,843.75
<b>Compactor and Bailer Rental</b>	<b>\$ 1,344.34</b>
Pest Control	\$ 492.00
Mop Cleaning	\$ 512.50
Window Cleaning	\$ 307.50
Parking Lot Sweeping Addtl. Days	\$ 1,780.00

**\$ 19,751.35**

**Total Supplies & Services**

**\$ 376,401.66**

**TOTAL DIRECT COSTS**

**INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

\$ 179.38

**\$179.38**

**TOTAL INDIRECT COSTS**

**\$ 376,581.04**

**TOTAL DIRECT AND INDIRECT COST**

**\$ 22,594.86**

PROFIT (Please enter percentage:)

6.00%

**TOTAL MONTHLY COSTS**

**\$ 399,175.90**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$18,200.36, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$399,175.90.

NOTE: Since Exhibit B-1b, additional Cost for the transportation of trash from old loading dock to new loading dock (monthly amount includes 5 full time employees and the lease of truck)

**BUDGET SHEET FOR HOUSEKEEPING SERVICES****AT: Long Beach Comp. Health Center****DIRECT COST** (List each staff classification)

<b>Payroll:</b>	<b>FTE*</b>	<b>Hourly Rate (avg)</b>	<b>Monthly Salary</b>
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 8.53	\$ 2,968.44
Cleaners	2.40	\$ 8.53	\$ 3,562.13

**Total Salaries and Wages** \$ 6,530.57

\*FTE = Full Time Equivalent Positions

<b>Employee Benefits</b>	<b>No. of Employees</b>	<b>Monthly Cost per FTE (avg)</b>
Medical Insurance	4.40	\$ 198.36
Holiday Reserve	4.40	\$ 32.62
Vacation & Sick Leave	4.40	\$ 57.07

**Total Benefits** \$ 1,267.42**Payroll Taxes** (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 596.55
FUTA	\$ 62.38
SUI	\$ 233.94
CGL	\$ 194.95
Worker's Comp	\$ 871.05

**Total Payroll Taxes** \$ 1,958.87**Supplies & Services**

Uniforms	\$ 45.10
Paper Supplies	\$1,537.50
Trash Liners	\$ 256.25
Hand Soaps	\$205.00
Walk Off Mats	\$ 205.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	
Equip Repair	\$0.00
Equip Depreciation	\$ 36.08
Monthly Supplies	\$ 519.28
Trash Removal	\$871.25
Pest Control	\$246.00
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 179.38

**Total Supplies & Services** \$ 4,152.09**TOTAL DIRECT COSTS** \$ 13,908.95**INDIRECT COST** (List all appropriate)

General Accounting/Bookkeeping  
 Management Overhead (Specify)  
 Other (Specify): Business License

\$ 100.00  
**TOTAL INDIRECT COSTS** \$102.50

**TOTAL DIRECT AND INDIRECT COST** \$ 14,011.45PROFIT (Please enter percentage:) 6.00% \$ 840.69**TOTAL MONTHLY COSTS** \$ 14,852.14

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$726.45, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,852.14.

## BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Lomita Family Health CenterDIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (av Monthly Salary)	
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Day Porter	1.00	\$ 9.70	\$ 1,687.80
PM Cleaner	1.00	\$ 10.20	\$ 1,774.80

Total Salaries and Wages \$ 3,462.60

\*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	2.00	\$ -
Holiday Reserve	2.00	\$ 266.35
Vacation & Sick Leave	2.00	\$ 95.13

Total Benefits \$ 361.48

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)		
FICA & MDCR	\$ 292.54	7.65%
FUTA	\$ 30.59	0.80%
SUI	\$ 114.72	3.00%
CGL	\$ 95.60	2.50%
Worker's Comp	\$ 537.28	14.05%

Total Payroll Taxes \$ 1,070.74

Supplies & Services	
Uniforms	\$ 20.00
Paper Supplies	\$ -
Trash Liners	\$ -
Hand Soaps	\$ -
Walk Off Mats	\$ -
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ 72.00
Equip Repair	\$ -
Equip Depreciation	\$ 78.93
Monthly Supplies	\$ 305.93
Trash Removal	\$ -
Pest Control	\$ -
Mop Cleaning	\$ -
Window Cleaning	\$ -

Total Supplies &amp; Services \$ 476.86

TOTAL DIRECT COSTS \$ 5,371.68

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	95.60
TOTAL INDIRECT COSTS	\$95.60

TOTAL DIRECT AND INDIRECT COST \$5,467.28

PROFIT (Please enter percentage:) 6.63% \$ 362.44

TOTAL MONTHLY COSTS \$5,829.72

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$291.49, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$5,829.72.